

SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES
ROLES OF THE DEAN AND ASSOCIATE DEAN

Dean

- Provide general oversight of all programs and personnel in the School of Leadership and Education Sciences.
- Provide vision, leadership, and accountability with regard to programming and faculty development.
- Ensure compliance with all state, federal and accreditation requirements.
- Work with the Director of Development in fundraising for SOLES projects (centers, endowed chairs and scholarships, etc.).
- Represent SOLES in the community and state, as well as nationally and internationally.
- Create and provide oversight for all SOLES budgets.
- Ensure that SOLES is well integrated in, and connected to, campus programs, initiatives and/or schools.
- Maintain a level of scholarship appropriate for the role of dean and professor.
- Perform other duties as assigned by the Provost or President.

Associate Dean

- Oversee the implementation of graduate policies and procedures: Monitor IRB, doctoral and masters administrative procedures.
- Oversee the student course evaluation process each semester. Ensures accurate and timely tabulation and reporting of evaluation results. Develop and implement policies and procedures to improve the evaluation process based on faculty and staff feedback as needed.
- Work with the Dean and Department Chairs in faculty professional development particularly with regard to scholarship. Works with the Dean in determining merit pay increases for faculty in designated programs.
- Ensure, with the support of the appropriate USD's offices, university policy is followed with regard to faculty and administrator leaves and that USD and SOLES policies are followed with regard to the hiring of faculty and administrators (Sabbaticals, visa requirements, etc.).
- Handle student academic appeals.

- In collaboration with the Director of Assessment Support, Chairs and Program Directors, facilitate the organizing of the National and State Accreditations (NCATE, COAMFTE, CACREP, and all CCTC credential documents) and USD Program Reviews.
- Interface with and provide guidance to SOLES Faculty committees: ARRT, Faculty Status Committee, University Professorship, and other appropriate faculty committees.
- Chair the SOLES Academic Integrity Committee.
- Chair the SOLES Curriculum Committee.
- Supervise the Director of Assessment Support and Credential Analyst.
- Participate in various campus committees when appropriate (WASC, Graduate Council).
- Represent the Dean's Office in meetings and events.
- Teach two classes per year.
- Maintain scholarship agenda.
- Other duties as assigned by the Dean.